

**SUPERIOR COURT OF  
CALIFORNIA**



**COUNTY OF ALAMEDA**

**JOB ANNOUNCEMENT**

**EOE/ADA\***

\*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929

**24 HOUR JOB  
HOT LINE #**

**(510) 208-3906**

**[www.alameda.courts.ca.gov/  
courts](http://www.alameda.courts.ca.gov/courts)**

**HUMAN RESOURCES ANALYST I or  
HUMAN RESOURCES ANALYST II**

**PAY RANGE:**

**Human Resources Analyst I: \$49,961.60 - \$65,041.60 Annually  
Human Resources Analyst II: \$58,572.80 - \$71,552.00 Annually  
(Salaries currently under review.) Plus Management Benefits**

**FINAL FILING DATE:**

**Wednesday, December 6, 2006 at 5:00 p.m.**

**FILING REQUIREMENTS:**

**Send completed application and supplemental questionnaire to:**

Superior Court of California, County of Alameda  
Human Resources Bureau  
1225 Fallon Street, Room 105  
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Human Resources Analyst I or II. The Human Resources Analyst I or II performs a variety of professional level work in one or more of the following areas: employee program administration, including worker's compensation, employee wellness and safety, and ADA; benefit coordination; employee and labor relations, training and development; employee recruitment and selection; classification and compensation and related duties. The current opening is in Human Resources and Labor Relations Bureau at the Rene C. Davidson Courthouse in Oakland. The immediate job vacancy will be assigned in worker's compensation program, employee wellness and safety, ergonomics and employee relations.

**TYPICAL DUTIES** (May include but are not limited to the following:)

1. Coordinates worker's compensation program and monitors the caseload; reviews and updates procedures; analyzes restrictions and assists in determining modified duty or new work assignment; oversees Americans with Disabilities Act cases and issues; and coordinates court safety program.
2. Advises managers and supervisors on disciplinary matters and personnel problems; counsels employees on work place issues; conducts disciplinary, harassment and discrimination investigations, analyzes findings and prepares staff reports and related correspondence.
3. Interprets and explains memoranda of understanding, court personnel rules and regulations, and federal and state employment laws to managers, supervisors and employees; assists in the development, implementation and administration of personnel policies and procedures, and practices.
4. Participates in meet and confer sessions; provides information, statistical analyses and assistance for employee negotiations; may analyze and prepare annual salary projections; may assist in preparation of fiscal analysis of salary and benefit proposals.

**TYPICAL DUTIES** – (Continued)

5. Assesses training needs; identifies, coordinates and presents training programs and career development opportunities; may monitor training funds; and may conduct employee orientation programs.
6. Acts as member or coordinator on various court committees.
7. May plan, organize and conduct recruitment and selection activities; may plan recruitment strategy; analyzes job duties and writes job announcements; screens applications and participates in interview panels; may make job offers and coordinate hiring process.
8. May assist in the development, maintenance and administration of the court's classification and compensation program.
9. Provides staff assistance to a variety of on-going and special projects.
10. May supervise support staff.
11. Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

**Experience:**

***For Human Resources Analyst I:***

Equivalent to two years of full-time technical experience in the human resources field.

***For Human Resources Analyst II:***

Equivalent to two years of full-time professional human resources experience in three of the following areas: employee and labor relations; benefit coordination; classification and compensation, recruitment and selection, or training and development.

**Education:**

***For Human Resources Analyst I and II:***

Completion of a Bachelor's degree from an accredited college or university in public administration, human resources, business administration or related field.

**KNOWLEDGE AND ABILITIES**

***Knowledge of*** principles, functions and practices of public personnel administration, including organization, staffing, classification, compensation and selection; methods and techniques of interviewing; basic job analysis methods and techniques; statistical and research methods; and principles and practices of supervision.

***Ability to*** perform job analysis, position audits and other research; interpret and explain personnel and payroll procedures to employees at all levels and personnel of other organizations; conduct fact finding and analysis; prepare written and oral presentations; maintain the confidence and cooperation of court officials, employees and the public; interpret and apply employee labor agreements and State and Federal laws pertaining to

## **KNOWLEDGE AND ABILITIES** – (Continued)

employment; use a variety of computer office applications; collect, interpret and evaluate a variety of narrative and statistical data; coordinate special projects and programs; identify problems and central issues, select alternatives, and make recommendations; manage multiple tasks and priorities; draft procedures, correspondence, and narrative and statistical reports; maintain confidentiality of information; and exercise discretion and independent judgment.

## **EXAMINATION COMPONENTS**

The examination process will include an initial screening of all application materials received by the filing deadline, including court employment application form and supplemental questionnaire. Failure to submit all the required application materials will result in disqualification in the examination process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be invited in the oral panel interview and may be considered further in the selection process. The components of this examination process are subject to change.

## **GENERAL INFORMATION**

This is a full-time, FLSA exempt management position. Employment is contingent upon successful completion of fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. The finalist(s) must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report.

***Benefits include medical and dental insurance for employee and dependents, retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays, life insurance, employee assistance program, deferred compensation plan, and management benefits (cafeteria plan, educational reimbursement plan, management leave days, and supplemental insurance options).***

***Application forms may be obtained at the Human Resources & Labor Relations Bureau,  
1225 Fallon Street, Room 105, Oakland,  
8:00 a.m.-5:00 p.m., Monday-Friday,  
at our website, [www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)  
or by calling our 24-Hour Job Hotline at (510)208-3906.***

Dist: SCT employees; V Drive; website; Courtnet; Job hotline; Craigslist; Alameda County Depts; AOC, Trial [Courts\\_hrnetwork-bounces@listserve.com](mailto:Courts_hrnetwork-bounces@listserve.com); Who Has Court Jobs.com; IPMA, SHRM, PTC, SCHRC, Jobs Available.

Opened exam on November 17, 2006 with a deadline of December 6, 2006.

**HUMAN RESOURCES ANALYST I or  
HUMAN RESOURCES ANALYST II  
(Human Resources & Labor Relations Bureau)**

**Supplemental Questionnaire**

The examination process consists of an initial review of candidates' applications and supplemental questionnaires to verify possession of minimum qualifications. Applicants who best meet the qualifications for this position will be considered further in the selection process.

A properly completed Supplemental Questionnaire must be submitted with your application. This questionnaire and the application form will be used in evaluating your qualifications. *Please answer the following questions and submit your responses with your completed application form by 5:00 p.m. on the last day for filing. Failure to submit a supplemental questionnaire will result in disqualification.*

With respect to your experience, please provide the job title, employment period (beginning and ending dates), employer name, and major duties and responsibilities. Please attach an 8.5"x11" paper to this questionnaire indicating additional experience.

1. Describe the scope and nature of your experience in at least four of the following areas (be specific about your role and responsibilities):
  - Worker's Compensation Program and Coordination with Third Party Administrator (TPA)
  - Safety and Employee Wellness
  - Ergonomics Assessment and TPA Coordination
  - ADA Program Management
  - Benefit and TPA Coordination
  - Employee and Labor Relations, including employee discipline, grievance, meet and confer session, contract negotiation and interpretation
  - Training and Development
2. Describe the most complex human resource related project or assignment that you were responsible for. Discuss your role in the planning, analysis and outcome. What made the project or assignment challenging?
3. Please attach a sample of document or report that you wrote dealing with employee discipline, grievance, investigation, worker's compensation, safety, wellness program, ADA or ergonomics assessment.

***I hereby certify that all information presented is true and based on my background, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.***

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_